



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: January 10, 2017

DATE: December 21, 2016
TO: Board of County Commissioners
FROM: Ben Hutchins, CPA, Director, Finance and Customer Service Division
Community Services Department, 954-4646, bhutchins@washoecounty.us
THROUGH: Dave Solaro, Arch., P.E., Director
Community Services Department, 328-3600, dsolaro@washoecounty.us
SUBJECT: Approve an adjustment to the Community Services Department travel and training general fund line item budgets by moving \$10,000.00 from the training line item budget to the travel line item budget. (All Commission Districts.)

SUMMARY

Secure approval from the Board of County Commissioners (BCC) to reduce the training line item budget by \$10,000.00 and increase the travel line item budget by the same amount.

Washoe County Strategic Objective supported by this item: Valued, engaged employee workforce.

PREVIOUS ACTION

The BCC approved Community Services Department travel and training budgets in the fiscal year 2017 budget.

BACKGROUND

Section 5.353(3)(c) of the Washoe County code states that "It is the department head's responsibility to make appropriate adjustments to the department's budget throughout the year to ensure sufficient funds are available in the department's travel account or special account to pay for such travel..."

FISCAL IMPACT

There is no fiscal impact by moving a portion of the seminars and meetings line item budget (cost center 105000, account number 710509) to the travel line item budget (cost center 105000, account number 711210). This is solely a house-keeping item to comply with Section 5.353(3)(c) of the Washoe County code.

AGENDA ITEM # 5.B.

RECOMMENDATION

It is recommended the Board of County Commissioners approve an adjustment to the Community Services Department travel and training general fund line item budgets by moving \$10,000.00 from the training line item budget to the travel line item budget.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be:
"Move to approve an adjustment to the Community Services Department travel and training general fund line item budgets by moving \$10,000.00 from the training line item budget to the travel line item budget."